

Please forward assigned FOIA request to your Division Director so they can determine and directly notify the RA or RA-D that they need to be assigned the FOIA request for responsive records. (This includes 6RA, 6RA-D) Also, if a determination is made that the FOIA request needs to be assigned to a different Division, Region and/or Headquarters, please inform the FOIA Office.

FREEDOM OF INFORMATION ACT REQUEST  
EPA-R6-2017-002177

**REQUEST DATE:** December 19, 2016      **REQUEST RECEIVED:** December 19, 2016

**REQUESTOR INFORMATION:**

Allan L. Blutstein  
America Rising Advanced Research ("AR2")  
1555 Wilson Blvd, Suite 307  
Arlington, VA 22209

Email: ablutstein@americarisingllc.com  
Work: 703-672-3776                      Fax: N/A

**FEE CATEGORY: Other**

\*\*\*\*\***SUBJECT**\*\*\*\*\*

All email received since January 1, 2016, by Stacey Dwyer (Compliance Assurance) or David Gray (External Affairs) that mentions or refers to Wanhua, a chemical company.

\*\*\*\*\***ASSIGNED OFFICE(s)**\*\*\*\*\*

6XA  
6EN

**DUE DATE:** January 19, 2017

\*\*\*\*\***SPECIAL INSTRUCTIONS TO DIVISIONS**\*\*\*\*\*

1. Always note Fee commitment by requester: \$ 25.00
2. Call the requester with a fee estimate, if cost is expected to exceed amount committed \$ 25.00
3. Each Division must obtain Division Director or delegate concurrence on denial log before routing to ARA signature.
4. Send a copy of the response and cost information sheet to the FOIA Office (6MD-OE).

\*\*\*\*\***DO NOT WRITE IN THIS SPACE, FOR FOIA OFFICE USE ONLY**\*\*\*\*\*

**BILLABLE COST**

	\$4.00	\$7.00	\$10.25	Pages	Other	TOTAL
6XA						
6EN						

**ADMINISTRATIVE COST**

	Postage	Free Docs.	Other	TOTAL
6XA				
6EN				

**EPA-R6-2017-002177**

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UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 6

1445 ROSS AVENUE, SUITE 1200

DALLAS, TEXAS 75202-2733

**CERTIFICATION OF ADEQUACY OF SEARCH ON**  
**“NO RECORD” RESPONSES**

I, \_\_\_\_\_, certify that I am employed by the Environmental Protection Agency, Region 6, in Dallas, Texas (or acting as a representative) as \_\_\_\_\_, that I am familiar with the records requested and/or that I am responsible for conducting the search for responsive records for Request Identification Number **EPA-R6-**\_\_\_\_\_, and that I have conducted an “adequate” search for responsive records by searching the below listed location(s) (as applicable):

- 1.
- 2.
- 3.

I further certify that I am aware that a search for responsive records need not be perfect, only adequate and that adequacy is measured and/or determined by the “reasonableness” of the effort of the search in light of the specific request. Specifically, I have searched for the documents in all places that it is practical for the documents to be located. Moreover, after conducting an adequate search for records on behalf of the \_\_\_\_\_ Division/Unit, I have located no records responsive to this request or portions thereof. Further, I am attaching an itemized listing of all records which my search supports are not in the Region’s possession.

Dated: \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Conducting Search

Dated: \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of Designated Supervisor for  
Person Conducting Search

*Approved by OGC*

## STAFF CHECKLIST FOR TRANSMITTAL OF RECORDS/INFORMATION

**EPA-R6-**\_\_\_\_\_

YES NO N/A

Program has responsive records

\_\_\_\_\_

Searched all possible locations (hard copy/e-mail,  
Files in workstation, file rooms, hard/flash/shared drives,  
CDs, blackberries etc.)

\_\_\_\_\_

Advised RFO/DFC of any special circumstances/  
Sensitivity related to the FOIA Request

\_\_\_\_\_

Consulted with the FOIA Requester and/or RFO/DFC  
For further clarification of the request

\_\_\_\_\_

Completed "Certification of Adequate Search" form  
for "No Records" Response

\_\_\_\_\_

Completed Cost Sheet

\_\_\_\_\_

Provided responsive records to the assigned FOIA  
Specialist by due date on transmittal form

\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Ext. \_\_\_\_\_

Printed Name: \_\_\_\_\_ Office Name: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THIS FORM SHOULD BE COMPLETED AND RETURNED TO THE REGIONAL  
FOI OFFICER ALONG WITH THE RESPONSIVE RECORDS, A COST SHEET AND  
"NO RECORDS" CERTIFICATION FORM (IF NECESSARY), FOR EACH FOIA  
REQUEST PROCESSED.**

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**INTERNAL USE ONLY – DO NOT SEND THIS TO REQUESTER**

Please read instructions on back before completing form.

**FOIA FEE CALCULATION WORK SHEET**

1.REQUEST NUMBER EPA-R6-	2.TYPE OF REQUESTER	3.DATE COMPLETED	4.ACTION OFFICE
NOTE: The Freedom of Information Act and EPA's regulations state that the Federal Government must obtain a fee commitment from a FOIA requester before billing can occur. So if no fee commitment is plainly given in the request letter or if other Divisions also have records, please contact the requester. Provide the requester with an estimate. Make sure the requester understands what program records you refer to and make a note of his/her fee commitment.			
5. FEE COMMITMENT AMT		6. DATE OF VERBAL/WRITTEN COMMITMENT	7. FEE COMMITMENT RECEIVED FROM
8. CLERICAL PERSONNEL		TOTAL HRS	¼ HOUR RATE      COST
a. Search - \$4.00 @ ¼ HOUR			x    \$4.00    =
b. Review - \$4.00 @ ¼ HOUR			x    \$4.00    =
9. PROFESSIONAL PERSONNEL		TOTAL HRS	¼ HOUR RATE      COST
a. Search - \$7.00 @ ¼ HOUR			x    \$7.00    =
b. Review - \$7.00 @ ¼ HOUR			x    \$7.00    =
10. MANAGERIAL PERSONNEL		TOTAL HRS	¼ HOUR RATE      COST
a. Search - \$10.25 @ ¼ HOUR			x    \$10.25    =
b. Review - \$10.25 @ ¼ HOUR			x    \$10.25    =
11. DUPLICATION/REPRODUCTION		TOTAL	RATE OR ACTUAL      COST
a. Paper or Computer Page (2 sided copy = 2 copies)			x    \$ .15 pg    =
b. Diskette or CD (Specify 3 CD's, 1 CD etc.)			x    \$ 1.00 each    =
c. Microfiche			x    \$ 1.00/sheet    =
d. Microfilm			x    \$10.00/cartridge    =
e. Video or Audio Cassette (Specify)			x    \$5.00/each    =
f. Maps			
g. Photos			
12. OTHER COSTS		TOTAL	RATE OR ACTUAL      COST
a. Computer Cost			x                    =
b. Certifications			x    \$25.00    =
c. Special Handling – Overnight Mail			x                    =
d. Other			x                    =
13. ACTUAL ADMIN. COST FOR NON-BILLABLE STAFF TIME		TOTAL	¼ HOUR RATE      COST
a. Preparer's Name: _____ Grade/Step: _____			x                    =
b. Preparer's Name: _____ Grade/Step: _____			
14. FOR FOIA OFFICE USE ONLY  <div style="display: flex; justify-content: space-between;"> <div>           a. TOTAL ADMINISTRATIVE/PROCESSING FEES _____            b. TOTAL COLLECTABLE FEES _____         </div> <div>           c. TOTAL CHARGED _____            d. FEES WAIVED/REDUCED    YES    OR    NO         </div> </div>			